

Appendix D to Sec. 302
Special Instructions
for 1950 Estimates

Instructions for Preparation of Report on
Distribution of Staffing Requirements for
Property Management Services (Exhibit D)

1. General. Each department and establishment is requested to submit, in quadruplicate, separate reports showing their staffing requirements in the continental United States for property management services, in the form of Exhibit D attached hereto, (a) for each bureau or comparable unit and each corporation; (b) for the office of the Secretary, Administrator, or comparable agency headquarters; and (c) for the department or establishment as a whole. Small agencies which are not organized into bureaus or other comparable units shall, however, submit only one report for the agency as a whole.

Each such report shall show average paid employment and total salary obligations for property management services in the continental United States (as set forth and defined in paragraph 2 below) in the fiscal years 1948, 1949 and 1950. It shall also show certain workload data pertaining to property services as indicated in Part C of Exhibit D. The summary report covering the department or establishment as a whole shall not list the appropriations from which such salary obligations are financed (Part B of Exhibit D), except in the case of small agencies submitting only a single report for the agency as a whole. Detailed instructions for preparation of Exhibit D are set forth in paragraph 3 of this appendix.

If the employment, salary obligations, and workload data for the fiscal year 1948 reported to the Bureau of the Budget in response to Bureau of the Budget Bulletin No. 1947-48:18 constitute the most accurate information available, such data may be inserted in the 19 FY column of Exhibit D.

2. Definition of property management services. Property management services are defined to include all work incident to procurement, storage and issue, and utilization and disposal of supplies, materials, equipment, property, and services other than personal. Excluded from this definition are: (1) procurement and property services performed for the Government as a whole by the Bureau of Federal Supply, the Government Printing Office, the Post Office Department, etc., and (2) the development and modification of specifications, which is classed as a program activity.

For the purposes of these instructions, property management services are divided into the following three categories:

- a. Procurement. This activity includes (1) maintaining and using data on or records of sources of supply, commodity specifications,

prices, market trends, etc.; (2) maintaining and using manuals of operating instructions and pertinent laws, rules and regulations; (3) receiving and modifying, completing or otherwise processing requests to initiate procurement action received from consuming or using activities; (4) soliciting and analyzing bids or otherwise selecting suppliers; (5) negotiating and finally arranging terms for purchases, specifications, shipments, deliveries, and rejections, and preparing obligation documents; (6) following up to ensure performance on orders and shipments; (7) modifying and terminating contracts; and (8) the general administrative work of managing, directing, and controlling procurement operations. Excluded from this list of procurement activities are certain specialized types of procurement work described in paragraph c below.

- b. Storage and issue. This activity includes (1) receiving, inspecting, storing, recording, rejecting deliveries and reporting thereon; (2) operating storage areas and maintaining and preparing material for storage; (3) pricing and filling issue documents, recording stock issues and maintaining stock records; (4) packing or preparing materials for delivery and preparing shipping documents; and (5) controlling stock levels by maintaining records of receipt and use, taking physical inventories, initiating replenishment or surplus disposal action, redistributing or leveling stock between stocking points, and consolidating requirements.
- c. All other property work. This category includes such other property work as: (1) property utilization and disposal activities, including determining extent of utilization, availability for transfer to other use, or surpluses to agency needs; arranging for transfer to other use in the agency or for disposal by declaration of surplus, sale, gift, destruction, or abandonment; preparing the necessary documents and packing and moving property being transferred or otherwise being disposed; repairing and maintaining property; and maintaining property accountability records and records for utilization and disposal transactions; (2) work incident to restorage and reissue without charge or credit to stores inventory of used material; (3) traffic services such as routing of shipments, developing classification descriptions for materials, tracing shipments, etc.; (4) repair and maintenance of equipment (including motor vehicles); (5) maintaining and operating delivery vehicles; (6) all work incident to the procurement of real property, procurement of supplies and equipment for manufacturing processes and for specialized services such as stockpiling of strategic materials, procurement for market support, disposal, or foreign relief and rehabilitation purposes; (7) procurement of non-passenger transportation

services; (8) procurement of materials actually used in the construction of public works; (9) property, care, handling and disposal under the Surplus Property Act of 1944, as amended, and Public Law 862, 80th Congress, by the War Assets Administration and other designated disposal agencies; (10) custodial services directly connected with property operations, such as fire and theft protection in warehouses.

3. Instructions for preparation of Exhibit D.

- a. Reporting employment for persons dividing time between administrative services and program activities. Employment data shall be reported for employees who, as a part of their regularly assigned duties, devote 50% or more of their time in the aggregate to administrative services as listed and defined in Appendix A and who devote a portion of their time to property management services. (For example, employment data for a person who devotes 20% of his time to property management work, 30% of his time to maintenance of general ledger accounts, and the balance to program activities will be included, with 20% of his time reported in Exhibit D; whereas employment data for a person who devotes 20% of his time to property management and the balance to program activities will not be included in this exhibit.) Employment of persons who perform work included in the above definition of property management services on a short-term, non-recurring basis shall not be reported in this exhibit. The time of employees apportioned between two or more administrative services or between administrative services and program activities shall be shown in tenths of a man year.
- b. Reporting employment for persons dividing time between two or more property management activities. In reporting employment for persons dividing their time between two or more property management activities (as defined in paragraphs 2a through 2c above), time should be divided only when an employee is specifically assigned to two or more activities on a regular and recurring basis. Short-term, non-recurring special assignments outside regularly assigned activities should not be reported as a split assignment.
- c. Reporting of salary obligations. Salary obligations shall be reported and, when necessary, distributed on the same basis that employment is reported and distributed. Salary obligations for both civilian and military personnel shall be reported, including, as a part of the total, basic compensation and any types of payments above basic rates included within the O1 personal services amount as set forth in the agency's annual budget estimates. (See Secs. 46-50 of Circular A-11 Revised, as supplemented by section 303, Special Instructions for 1950 Estimates.)

- d. Reporting of workload data. In reporting workload data (Part C of the Exhibit), only work performed by employees devoting 50% or more of their time to administrative services shall be included.
- e. Reporting on functional basis. Employment and salary obligations shall be reported on a functional basis, regardless of the organizational unit in which work is performed. (For example, the time of employees engaged in procurement of real property will be reported under "other property work" even though such work may be performed in a separate real estate office and not in a procurement or property office.
- f. Line-item instructions.
 - Line 1. Report the numbers and total salary obligations for employees engaged in procurement work as defined in paragraph 2a above.
 - Line 2. Report the numbers and total salary obligations for employees engaged in storage and issue work as defined in paragraph 2b above.
 - Line 3. Report the numbers and total salary obligations for employees engaged in all other property activities as defined in paragraph 2c above.
 - Line 4. Total of lines 1, 2, and 3.
 - Line 5. Total of the appropriation and fund amounts listed. Equals total shown on line 4.
 - Line 6. Report the total number of procurement transactions. By procurement transaction is meant a purchase order or other document creating an obligation against the Government for the purpose of obtaining goods or services other than personal, including orders placed against War Assets Administration, Bureau of Federal Supply, Government Printing Office, and Federal Prison Industries, Inc. Such transactions should be reported without regard to object classification.
 - Line 7. Report the total value of procurement transactions during the fiscal year. By value is meant the actual costs of the item or items involved in a transaction. Thus, value might include costs that are chargeable to object class 03 as well as the actual purchase price.

- Line 8. Report the total number of storage and issue transactions. By storage and issue transaction is meant a filled requisition or order for supplies, materials or equipment; it does not refer to incoming shipments or unfilled back orders.
- Line 9. Report the total value of storage and issue transactions. (See instructions for Line 7 for definition of value.)
- Line 10. Report (a) the value and date of stores inventory as of the latest date on which an inventory was taken during the past year (in the past year column) and (b) the estimated value of stores inventories as of the end of the current and budget fiscal years. By stores inventory value is meant the cost of inventory of supplies, materials and equipment in stock-rooms and warehouses; inventory does not include goods in use or in "cupboard" or "shop" stocks. ("Cupboard" and "shop" stocks are expendable supplies and materials maintained at the point of consumption to meet daily operational needs. "Shop" refers to motor repair, typewriter repair, furniture repair and similar shop activities.)
- Lines 11-19. Self explanatory.

EXHIBIT D

☐ Bureau☐ Office of Secy. or Admin.☐ Dept. or Agency SummaryStatement of Staffing Requirements
For Property Management ServicesBureau
Dept. or Agency

	19 PY		19 CY		19 BY		LEA BLANK
	Average Paid Employment (A)	Total Salary Obligations (B)	Average Paid Employment (A)	Total Salary Obligations (B)	Average Paid Employment (A)	Total Salary Obligations (B)	

A. ANALYSIS BY ACTIVITY

1. Procurement
2. Storage and issue
3. All other
4. Total

B. DISTRIBUTION OF COST BY
APPROPRIATION OR FUND TITLE

- Appropriation "A"
- Appropriation "B"
- Appropriation "C"
5. Total (same as Line 4,
Column B)

C. WORKLOAD DATA

- Procurement
6. No. of transactions
7. Value of transactions
Storage and issue
8. No. of transactions
9. Value of transactions
10. Stores inventory value

25X1A

EXHIBIT D (Cont'd)

	19 PY	19 CY	19 BY
<p>Procurement ratios</p> <p>11. No. of transactions per employee (Line 6 ÷ Line 1, Col. A)</p> <p>12. Average value per transaction (Line 7 ÷ Line 6)</p> <p>13. Average salary cost per transaction (Line 1, Col. B ÷ Line 6)</p> <p>14. Average salary cost per \$ procured (Line 1, Col. B ÷ Line 7)</p> <p>Storage and issue ratios</p> <p>15. No. of transactions per employee (Line 8 ÷ Line 2, Col. A)</p> <p>16. Average value per transaction (Line 9 ÷ Line 8)</p> <p>17. Average salary cost per transaction (Line 2, Col. B ÷ Line 8)</p> <p>18. Salary cost per \$ issued (Line 2, Col. B ÷ Line 9)</p> <p>19. Value of transactions per \$ of stores inventory (Line 9 ÷ Line 10)</p>			<p>25X1A</p> 